

Position Vacancy

United States Court of Federal Claims
717 Madison Place, NW
Washington, DC 20005

Position: Mail Processing Technician

Announcement Number: CFC-2007-02-AS

Opening Date: January 5, 2007 / **Closing Date:** Open until filled.

Classification Level: CL22 - CL23 (\$24, 296- \$48, 954)

Location: Washington, DC

Promotion Potential: To CL 24

Applicants for Vacancy Announcement FY 06-ASO-05, Mail Processing Technician, which was cancelled, do not need to re-apply. Those applications will be fully considered for this vacancy announcement.

Introduction:

- Question: When is a mail clerk more than just a mail clerk?
- Answer: When the mail clerk is the Mail Processing Technician at the United States Court of Federal Claims.

The Court is recruiting for a person of proven discretion, intelligence, good judgment, initiative, and professional bearing to fill a position as Mail Processing Technician. The incumbent is responsible for providing to the Judges and employees of the Court support services including mail delivery and dispatch, supply support, and other duties as assigned. The incumbent interacts with Judges, Court Executives, and Chambers and Clerk's Office staff on a daily basis. The position provides an excellent entry for an administrative career in the Federal Judiciary.

Interaction with Judges, chambers staff and Court executives is routine. Accordingly, a highly professional and businesslike approach and attire are required, as is the ability to work independently without detailed supervision and a willingness to adapt to a changing work environment.

Representative Duties:

- Conducts mail room operations, i.e., collects, sorts, picks up and distributes mail, and other documents throughout the Court including to Judges' chambers, operates

postage meter machinery to dispatch mail, investigates mail problems. Maintains upkeep and cleanliness of mail room.

- Stocks supply cabinets based on weekly inspection of cabinet inventory. Responds to supply requests from Chambers and Clerk's Office personnel. Distributes supplies, including printer and facsimile toner. Maintains upkeep and cleanliness of supply room.
- Supports large volume photocopier service for court, to include repair or reporting of maintenance problems of copiers and fax machines. Provides backup support for copier machine meter readings.
- Provides courier service to Administrative Office of US Courts and Office of Special Masters.
- Moves and lifts various items weighing up to 50-75 pounds when required.
- Assists with set up of conference rooms and other facilities for meetings and other events held on the premises. Backup for courtroom set up.
- Backup-liaison with the General Services Administration (GSA) Building Manager for building services. Documents and follows through on resolution of problems.
- Makes bank deposits when required.
- Shreds confidential and other documents when required

Qualifications:

A high school diploma or equivalent is required; successful completion of at least two full semesters of college is preferred.

Educational Substitutions:

Up to one (1) academic year of post-Associate Degree-level education may be substituted for experience at the ratio of nine (9) months of experience per one (1) academic year.

General Experience:

Administrative experience which provides knowledge of office clerical practices such as filing, telephone usage, typing, sorting and distributing mail, computer literacy with experience in WordPerfect and Lotus Notes is required. A demonstrated ability to organize, prioritize and complete multiple tasks under tight deadlines is essential. Mail and supply room experience and a working knowledge of the policies and procedures of the Federal Government and the General Services Administration in regard to mail and supplies and other areas relevant to the duties of the position are strongly preferred. Experience in a court, law firm, or related legal environment is helpful.

Specialized Experience:

To qualify at the CL 23 level, the successful candidate must have earned an Associate Degree from an accredited institution or equivalent and have at least two (2) years of general experience (see above), including: (a) the ability to interact in a friendly professional manner with others in person-to-person work relationships, (b) the demonstrated ability to exercise good time management, organization and attention to detail, c) excellent communication skills and, (d) the exercise of mature judgment. Additionally, at least one year of that experience must be at or equivalent to the CL 22. Finally, the candidate must have the demonstrated ability to work in a "team" environment, exercise discretion in verbal and written communication with Judges, Court executives and staff, visitors and callers; and maintain highly professional demeanor and dress.

Note: More than one year of specialized experience at or equivalent to CL 22 is qualifying for placement salary levels above minimum, up to and including step 25.

Benefits:

10 Federal Holidays, 13 Days Annual Leave (increases with service), 13 Days Sick Leave, Commuter (MetroChek) Benefits. Retirement Program; Thrift Savings Program; Health Insurance, including dental and vision insurance; Life Insurance; and Long-Term Care Insurance are available.

We are conveniently located across from Lafayette Park, one block from McPherson Square Metro, between H Street NW and Pennsylvania Avenue.

Important Information:

- As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check.
- The United States Court of Federal Claims requires employees to adhere to a code of Ethics and Conduct.
- This position is subject to EFT (direct deposit of salary earnings).
- Must be a U.S. citizen or eligible to work in the U.S.
- Judiciary employees are "Excepted Appointments" and considered "at-will" employees. Federal Government Civil Service classifications or regulations do not apply.
- No relocation expenses will be paid.

How to Apply:

Ensure your application package contains the following required documents:

- Cover Letter (include the reference number, the position title, and your qualifications relating to the duties and responsibilities of this position);
- Resume or OF-612 (Optional Application for Federal Employment);
- Three (3) business/professional references
- Salary History
- If a current Federal Civilian Employee, your latest Personnel Evaluation;
- If a current or recently discharged or retired military member, your latest Officer Evaluation Report (OER), Enlisted Evaluation Report (EER) or equivalent, and a copy of your DD Form 214.

- Candidates are encouraged to apply on-line via www.usajobs.gov because of possible mail delivery delays due to screening.
- Required attachments may be e-mailed to uscfcjobs@ao.uscourts.gov. Documents must be in PDF format. Zip files, word processing files, text files, and faxes will not be accepted.

SUBMIT APPLICATION WITH ALL REQUIRED DOCUMENTATION TO:

Ms. Judith Anderson
Human Resources Specialist
U.S. Court of Federal Claims
717 Madison Place, N.W.
Washington, DC 20005

Incomplete applications will not be considered. Only qualified applicants who submit complete application packages will be considered for this position. Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

Because of possible delays caused by mail screening, we recommend that applications be delivered to the Court via www.usajobs.gov, by hand, or by commercial shipping service such as FEDEX or UPS, etc.

We reserve the right to modify the conditions of this announcement, commence interviews immediately, fill the position at any time, or withdraw the announcement, any of which actions may occur without notice.

No phone calls please. Applicants selected for interview will be contacted.

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